



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134-5001

IN REPLY REFER TO:  
12000  
B 10  
JUL 07 2014

From: Commander, Marine Corps Base Quantico  
To: Distribution List

Subj: CIVILIAN APPRECIATION DAY PICNIC

Encl: (1) Civilian Appreciation Day Picnic Attendance List

1. The Civilian Recreation and Welfare Association (CRWA) is sponsoring the annual Civilian Appreciation Day picnic at Barnett Field from 1200 to 1600, Thursday, 21 August 2014. The picnic is open to all civilian employees stationed aboard Quantico, appropriated and non-appropriated, regardless of employing command, and their guests. The cost is \$5.00 for adults and \$2.00 for children under the age of 12. Marine Corps Base Quantico employees who attend will not be charged annual leave. Other organizations and tenant activities are strongly encouraged to follow suit, allowing employees to attend as mission allows, without charge to leave. Admittance is by ticket only; employees without tickets will be advised to return to work if otherwise in a duty status. Attendance rosters will be established.

2. The civilian employees who help stage the picnic are released from regular duties for the entire day and are to report to the picnic area for work at the beginning of their shifts. Time cards should reflect this time in the same manner as attendance at CRWA board meetings and other official business, i.e., the regular hours should be reported. Board members and volunteers are required to sign an attendance sheet upon reporting to the picnic area.

3. Tickets for this event may be purchased from 29 July to 15 August from Russell Ridgeway, Bldg. 505, (703) 784-2690. Activity heads are requested to appoint a coordinator who will use the enclosure to purchase tickets for all employees of the activity attending the picnic.

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Tickets will not be available for purchase at the event.  
Payment is made either by cash (exact amount) or check made payable to the CRWA.

  
DAVID W. MAXWELL

Distribution list: A

**CIVILIAN APPRECIATION DAY PICNIC ATTENDANCE LIST**

**ADULTS \$5 CHILDREN (UNDER 12) \$2**

ACTIVITY NAME: \_\_\_\_\_

COORDINATOR NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TOTAL # ATTENDING: Adults \_\_\_\_\_ Children \_\_\_\_\_

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

(By-name list below for ticket issue)

| <b><u>EMPLOYEE NAME</u></b> | <b><u>#ADULTS</u></b> | <b><u>#CHILDREN</u></b> | <b><u>TOTAL \$ AMOUNT</u></b> |
|-----------------------------|-----------------------|-------------------------|-------------------------------|
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